

## **Quarterly Individual Service Plan Youth and Family Involvement**

For subsequent Quarterly ISP meetings, this step may be modified to focus on SUPPORTS REQUESTED by the youth and family to participate in planning meetings – encourage and advocate for increasing independence.

The youth and family will be asked to work with the Family Care Coordinator to **identify changes** and complete some sections of the ISP document prior to the meeting. These will include:

- Demographics
- Rights and responsibilities (Review and answer questions)
- Medical Information
- Medications
- Identify new/different strengths and preferences within life domains (This should also be reflected in assessments and evaluations completed by each member of the Family Care Team).
- **Elicit feedback** related to the current focus of services and supports.
- **Elicit feedback** on the continued need for a behavior support plan and any changes in focus that should be considered.
- Evaluate the use of and continued need for Medicaid mental health and medical services.

The information gathered above will be reviewed for other members of the Family Care Team at the meeting or shared with Team members to review prior to the meeting.

 Questions may be asked of the youth and family to better clarify information for members of the Family Care Team.

The youth and family will be asked to share their expertise, give input, ask questions, and make decisions regarding services and supports being considered to continue and any new services being proposed.

- As applicable, verify that needs identified through the assessment/evaluation process are accurate
  - Encourage youth and family to review assessment reports prior to meeting.
- Share feedback and make recommendations for possible changes in any health/safety interventions.
- Share feedback and any new/different strengths and preferences for life domains so these can be taken into account as the Team discusses and proposes changes to components of the plan to address needs within domains.

- Share feedback on important issues that should be addressed through service provision and share ideas for how team members can work together to assist in meeting goals.
- Share feedback to help re-define and develop a new behavior support plan (if applicable) to support the youth.
- Share feedback on the benefits of services that have been provided and recommend any changes that would be most beneficial to the plan's success – waiver, mental health and medical services.

The youth and family as well as support persons identified by the family are encouraged to share their experiences and pertinent information and give their ideas and opinions about proposals being made.

The youth and family and their support persons should be **encouraged to ASK QUESTIONS** if they are unclear as to what is being discussed or proposed. They have decision making authority to the extent they feel comfortable – the Family Care Team is there to give them the best information upon which to make their decisions.

The legal age youth or legally authorized person for an underage youth is asked to read and initial five statements before signing the ISP document.

 They should be encouraged to ask questions or request additional information to ensure that all the statements are true and correct.

## WHAT SUPPORTS CAN BE PROVIDED TO MAKE THE PLAN DEVELOPMENT PROCESS A POSITIVE EXPERIENCE FOR THE YOUTH AND FAMILY?

- Their level of comfort in the process continues to be is VERY IMPORTANT.
- Independence should be supported at their comfort level with the continuing goal being to increase their independence as future plans are developed.

## The same process is implemented following approval of the Quarterly Individual Service Plan:

They will receive a copy of the final approved Individual Service Plan.

As the plan is being implemented, service providers identified through the ISP will share their plans for how services will be provided.

• The youth and family will be asked to review those plans to make sure the proposed schedules fit the needs of their family.

The youth and family as well as their support persons will have the opportunity to review proposed service provision and what their roles will be from the identified service providers.

As service provision continues, the youth and family will be asked for their input and feedback on how the services are addressing their needs.

• They should be encouraged to discuss concerns with the individual service providers and/or the Family Care Coordinator.